

Chapter 302, Part 1 - Relocation Allowances, Applicability, and General Rules

302-1.2(b) - Persons Excluded - NOAA Commissioned Officers are covered by the Joint Travel Regulations.

302-1.3(a) - Travel Covered - NOAA officials who are authorized to approve official travel are listed in Chapter 301 (see subparagraph 301-1.4).

302-1.4\*(k)\* - Official Station or Post of Duty - For NOAA, the appropriate administrative official is the *\*authorizing official who approved the travel order.\**

302-1.7(a) - **\*Short Distance/Metropolitan Transfers - In NOAA, the mileage requirement listed in FTR 302-1.3(a)(1) and FTR 302-1.7(a) for eligibility for Short Distance/Metropolitan transfers is 10 miles.**

*Preliminary determinations may be requested in advance of transfer (but not more than 90 days prior to the projected transfer) by listing the Zip Code of the proposed new residence, if the exact address is not yet known, and the information in (a)-(d) below. The memorandum of request should be submitted to the Director, Finance Office/Comptroller through the Management and Budget Officer.*

**Final determinations may be requested by submitting the necessary information in (a) - (d) below in a memorandum to the Director, Finance Office/Comptroller through the Management and Budget Officer and Assistant Administrator.\***

Each preliminary and final determination request must include the following information:

- (a) Distance and commuting time between present residence and old duty station (with complete addresses).
- (b) Distance and commuting time between present residence and new duty station (with complete address).
- (c) Distance and commuting time between (proposed) new home and new duty station (with complete address for final determination or Zip Code of proposed new home for preliminary determination).
- (d) Availability of more efficient public transportation and/or limited access highways for commuting, and any other specific reasons to show that authorization would be to the advantage of the Government.

302-1.10(b) - Agency Responsibility - Servicing personnel officers of NOAA are responsible for seeing that new appointees receive full information, before reporting to their new duty stations, concerning the benefits which may be available to them. The Government cannot be bound beyond the actual authority conferred upon its agents by statute or these regulations.

302-1.12(c) (2) - Determination by Agency Official - The authorizing agency official for NOAA employees will be the official authorized to sign the travel order. Officials authorized to approve travel orders have the responsibility to make sure that all travel orders are prepared properly in accordance with applicable Federal, DOC, and NOAA regulations.

302-1.12(d) - Return *\*from Overseas\** for Separation - An employee, eligible for return travel and transportation to his/her place of actual residence upon separation after completion of the period of service specified in an agreement executed under Part 302-1.5(b), or separated for reasons beyond his/her control and acceptable to the NOAA, must set a return date at the time of his/her termination. That transportation date must be within a reasonable period of time (normally 6 months) and be clearly incident to the termination of his/her assignment in order for the transportation costs to be reimbursable.

Approvals for transportation costs which occur more than 6 months after employment termination will be approved by the Regional Line Office Director. Each case will be judged on its own merits with exceptions granted only for circumstances that are judged beyond the control of the separating employee.

Note: Recent Comptroller General decisions have held that acceptance of private employment at the termination location requires the view that subsequent return travel is not incident to the separation.

Under no circumstance will transportation costs be paid more than 2 years after employment separation.

302-1.12(e)(2) - Return for Compassionate Reasons - *\*The Chief Financial Officer/Chief Administrative Officer\** will determine whether individual cases meet the requirements.

302-1.12(e)(6) - Prior Return at Employee's Expense - Where receipts are not available, any documentation which can be obtained will be submitted by the employee through the supervisor to the official who approved the employee's travel. The approving official will review and certify the documents prior to sending them to the appropriate finance office for reimbursement.

302-1.13 - Overseas Tour Renewal Agreement Travel

(1)(a) The required periods of prescribed overseas tours of duty for NOAA employees are:

<u>Station</u>	<u>Minimum Tour</u>
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Hawaiian Islands, Guam, and American Samoa.....	2 years
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All other islands in the  
Pacific area:

With family.....	2 years
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Without family (bachelor status).....	1 year
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Exceptions: Foreign Areas.....1 year unless otherwise indicated in employment  
agreement

San Juan, Puerto Rico.....	2 years
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Alaska.....	2 years
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Exceptions: Barter Island, St. Paul Island,  
Cold Bay, Kotzebue,  
Barrow, and Adak.....1 year

302-1.13(a)(2) - In NOAA, the entitlement to travel and transportation expenses in connection with vacation leave will be determined on a case-by-case basis by each Assistant Administrator or designee, e.g., Regional or Center Director. The Human Resources Officer of the Western Administrative Support Center (WASC), must agree with all final decisions, and they must be approved by the Director, WASC.

302-1.13(c)(2) - Denial of Allowances to Eligible Local Hires - The NOAA Human Resources Office doing the hiring is responsible for advising new employees of their rights and entitlements.

302-1.106 - Time limits for beginning travel and transportation

- A Senior Executive Service (SES) career appointee, as defined in FTR 301-1.100, eligible for return transportation to his/her place of actual residence upon separation from Federal service, must set a return date at the time of his/her termination. That transportation date must be within a reasonable period of time (normally 6 months) and be clearly incident to the termination of his/her assignment in order for the transportation costs to be reimbursable.

Approvals for transportation costs which occur more than 6 months after employment termination will be approved by the Regional Line Office Director. Each case will be judged on its own merits with exceptions granted only for circumstances that are judged beyond the control of the separating employee.

Note: Recent Comptroller General decisions have held that acceptance of private employment at the termination location requires the view that subsequent return travel is not incident to the separation.

Under no circumstance will transportation costs be paid more than 2 years after employment separation.

EXHIBIT 302-1

SUMMARY OF TRAVEL AND TRANSPORTATION REIMBURSABLE EXPENSES

The chart on the next page summarizes authorized reimbursable expenses for civilian employees in the following categories:

- New appointee (including SES Assignment and certain Presidential appointees),
- Transferee,
- Employee involved in local moves within a metropolitan area, and
- Employee accepting or transferring to overseas assignments.

The summary chart does not cover all reimbursable expenses in all cases, nor does it mean that all items mentioned will be authorized in all cases. The specific provisions of the travel order written in accordance with Federal, DOC, and NOAA travel regulations, will determine the specific reimbursement authorized.

Use this chart as a quick guide for requesting travel, or for authorizing travel, but check the detailed provisions, as appropriate within Chapter 302 of the NOAA Travel Handbook, for actual regulations governing reimbursements.

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## NOAA TRAVEL HANDBOOK

**SUMMARY OF PCS REIMBURSABLE EXPENSES**

\*IN LIMITED CIRCUMSTANCES

\*\*ALSO NON-TEMPORARY STORAGE

\*\*\*MAY INCLUDE AUTO

<div>PCS</div> <div>CATEGORIES</div> <div>BASIC ENTITLEMENTS</div>	NEW APPOINTEES - 1 <sup>ST</sup> DUTY STATION (THIS COLUMN NOW APPLIES TO ALL NEW APPOINTEES WHOSE EXPENSES HAVE BEEN APPROVED AT THE AA LEVEL OR EQUIVALENT)		GOVERNMENT EMPLOYEES TRANSFERRING	SHORT DISTANCE TRANSFERS/ METROPOLITAN MOVES	NON-FOREIGN OVERSEAS ASSIGNMENTS	
	APPROVED POSITIONS, SES LAST MOVE HOME, SHORTAGE CATEGORY, STUDENT TRAINEE, CERTAIN PRESIDENTIAL APPOINTEES	OTHERS			NEW EMPL	TRANSFeree
COMMERCIAL TRANSPORTATION OR MILEAGE ALLOWANCE FOR: .....EMPLOYEE	YES	NO	YES	YES	YES	YES
.....IMMEDIATE FAMILY	YES	NO	YES	YES	YES	YES
PER DIEM ENROUTE .....EMPLOYEE	YES	NO	YES	NO	YES	YES
.....IMMEDIATE FAMILY	NO	NO	YES	NO	NO	YES
TRANSPORTATION OF HOUSEHOLD GOODS	YES	NO	YES	YES	*** YES	*** YES
TEMPORARY STORAGE OF HOUSEHOLD GOODS	YES	NO	YES	NO	** YES	** YES
TRANSPORTATION OF MOBILE HOME	YES	NO	YES	YES	*	*
HOUSE-SEEKING AND TEMPORARY QUARTERS	NO	NO	YES	NO	NO	NO ----- YES
REAL ESTATE EXPENSES (INCL 3 <sup>RD</sup> PARTY RELO)	NO	NO	YES	YES	NO	*
RELOCATION INCOME TAX ALLOWANCE (RITA)	NO	NO	YES	YES	NO	YES
MISCELLANEOUS EXPENSES	NO	NO	YES	YES	NO	YES